

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** August 8, 2001

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT:** **Authorized Agents for RI-SAIL System**

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Employees who are currently authorized agents for existing payment, accounting and miscellaneous forms will continue to be authorized agents for their replacement documents in the RI-SAIL system, unless you submit an Appointment of Authorized Agent Form (A-30) to remove or amend the privilege.

The Forms Conversion Chart, dated July 12, 2001 and posted to the RI-SAIL Web Page, contains a list of current forms, a list of replacement forms, and brief instructions for the use of the replacement forms. Please contact Maureen Fletcher via e-mail at [maureenf@gw.doa.state.ri.us](mailto:maureenf@gw.doa.state.ri.us) with any questions concerning this subject matter.

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